

DELAWARE STATE SERVICE CAREER OPPORTUNITY



Human Resource Management

Posting Number: 15636

Election & Voter Registration Clerk

Opening Date: August 7, 2006

Closing Date: August 21, 2006

A Vacancy Exists

Salary: \$22,826.00 - \$28,533.00 (Minimum - Midpoint) Pay Grade 6

Recruiting For: Department of Elections

Location: Kent County (**Please check this county on your application**), 111 South West Street, Suite 10, Dover, DE

Summary Statement: This level is responsible for office clerical work organizing and coordinating election activities or verifying information relating to the registration and election process in the Department of Elections for each County or the State Commissioner of Elections Office.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "not qualified."

1. Knowledge of conducting elections and voter registration.

Please detail your education, training and/or experience in conducting elections and voter registration.

2. Knowledge of the application of municipal, state or federal election and registration laws, rules, regulations, standards, policies and procedures.

Please detail your education, training and/or experience in the application of municipal, state or federal election and registration laws, rules, regulations, standards, policies and procedures.

3. Knowledge of record keeping.

Please detail your education, training and/or experience in record keeping which includes maintaining records, logs, and filing systems.

4. Knowledge of using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

Please detail your education, training and/or experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

Examination: The application is evaluated based upon a rating of training and experience.

Essential Functions:

- Applies agency laws, rules, regulations, policies and procedures in processing and maintaining election and voter registration information.
- Registers state residents to vote to include verifying proof of residency and entering election and voter registration information in database.
- Arranges for polling locations, coordinates the appointment, training and assignment of election and registration officers and state agency staff, and mobile registration activities and schedules.
- Gathers and compiles information from various sources to provide voters, the public, candidates and political party representatives with informational materials about election and voter registration processes.
- Answers questions and provides information to the public, candidates and political party representatives regarding election laws, rules and regulations, registration requirements and campaign filing requirements.
- Tracks, monitors and conducts follow up to ensure effective resolution.
- Prepares reports and maintains records on election and voter registration activities.
- In the Commissioner of Elections Office, reviews voter registration documents and campaign finance reports for completeness and accuracy. Notifies County Departments of inaccurate or incomplete documents.
- Accepts payments and issues receipts for election materials, makes bank deposits and maintains records of monies received.

- Completes, mails, and tracks return of signed polling place contracts. Follows up on returned contracts by contacting polling place owners/managers.
- Oversees the work of seasonal employees.

Conditions of Employment:

Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/programs/index.shtml>

Submitting your Application:

- **Apply on-line at www.delawarestatejobs.com/postings. (Your application will be routed automatically to the recruiting agency).**
- Paper applications can be submitted to one of the following locations:

HUMAN RESOURCE MANAGEMENT

Haslet Armory, 1st Floor, 122 William Penn Street, Dover, DE 19901 Phone: (302) 739-5458 Fax: (302) 739-2327

Carvel State Office Building, 1st Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458

- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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